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## HOME DEPARTMENT

### NOTIFICATION

The 4th August, 2023

No.31982—HOME-DA1-RULE-0011/2021/D&A.—In exercise of the powers conferred by Section 2 of the Police Act, 1861 (Act No. V of 1861), the State Government do hereby make the following orders to amend the Odisha Police Service (Method of Recruitment and Conditions of Service of Constables) Order, 2021, namely:-

**1. Short title and commencement.**— (1) These orders may be called the Odisha Police Service (Method of Recruitment and Conditions of Service of Constables) Amendment Order, 2023.

(2) They shall come into force on the date of their publication in the *Odisha Gazette*.

**2.** In the Odisha Police Service (Method of Recruitment and Conditions of Service of Constables) Order, 2021, (hereinafter referred to as the said Order), in order 9, in clause (3), in sub-clause (g), for the figure, bracket and word “5(five),” the figure, bracket and word “7(seven)” shall be substituted.

**3.** In the said Order, in order 15, after clause (1), the following clause shall be inserted, namely:—

“ (2) Those who pass in Supplementary Examination will be junior to the candidates who clear the Examination in the final examination and will be placed below them in the final *inter se-seniority* list:

Provided that the *inter se-seniority* of the Constables recruited prior to the commencement of this Order will be determined as per provisions laid

down in the Odisha Police Service (Method of Recruitment and Conditions of Service of Constables) Order, 2021.”

4. In the said Order, after clause 16, the following clause shall be inserted namely:—

“**16-A.** Promotion of Constables to the rank of Havildar and promotion of Havildars to the rank of Havildar Major in Districts shall be governed as per the provisions outlined under APPENDIX-C appended to these Order.”

5. In the said Order, after APPENDIX- B, the following APPENDIX shall be inserted, namely:-

**APPENDIX-C**  
**PROMOTION**  
**(See Clause 16-A)**

A. Promotion of Constables to the rank of Havildar in the Districts:

**1. Eligibility.**— A Constable can appear at the District Drill Test (DDT) for selection to undergo Drill Instructors’ Course (DIC) Training, provided that,—

- i. he has put in 7 (Seven) years of regular service as Constable after passing recruits training as on the 1st day of January of the year for which the District Drill Test is conducted for filling up of vacancies under clause (2) under these APPENDIX..
- ii. he is below 40 (Forty) years of age as on date of District Drill Test.
- iii. he has a good record of service.

**Note:** Good record of service shall mean that no Departmental or Criminal or Vigilance or Human Rights Protection Cell related case is pending or contemplated against the Constable. The Constable should not have any Major Punishment or more than 05 Minor punishment at his or her discredit during preceding 05 (Five) years.

**2. District Drill Test.**- The District Drill Test will be held in the month of December of every year at the District Headquarters for filling the category-wise vacancies in the rank of Havildar arising as on the 1st day of January of the next calendar year and the anticipated

vacancies up to 31st December of the next calendar year. The calculation of vacancies shall be post based taking total cadre strength of Havildar (OR or APR or ODRAF) as a unit.

**3. Composition of District Drill Test Board:** The District Drill Test (DDT) Board shall comprise the following Officers, namely:—

i.	Superintendent of Police of the District or Deputy Commissioner of Police (Hdqrs.) or any Dy. Commissioner of Police as nominated by the Commissioner of Police	<ul style="list-style-type: none"> <li>Chairman</li> </ul>
ii.	Addl. Superintendent of Police or Deputy Superintendent of Police to be nominated by Superintendent of Police of the concerned District/ Addl. DCP or ACP as nominated by the Commissioner of Police	<ul style="list-style-type: none"> <li>Member</li> </ul>
iii.	One Assistant Commandant of any Battalion to be nominated by the Head of Special Armed Police Headquarters, Odisha, Bhubaneswar	<ul style="list-style-type: none"> <li>Member</li> </ul>

**4. Selection Procedure.**— All the eligible and willing Constables may apply for appearing in the District Drill Test against the vacancies calculated under clause (2) of these Appendix.

After completion of the Test, the DDT Board shall draw up a list of DDT passed Constables in accordance with their original seniority category-wise in accordance with the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act., 1975 and the rules made there under equal to the category-wise vacancy calculated under clause (2) of these Appendix. There shall be no waiting or reserve list. The list shall be published in the District Order book or Commissionerate Order book, as the case may be:

Provided that the original seniority for directly recruited Constables shall be in accordance with provisions under order 15 of the said Order. The *inter se*-seniority of existing directly recruited Constables as on date of publication of the said Order shall be as their names appear in the select list of Recruitment Test.

Provided further that,-

- i. The Constables appointed in Districts on Redeployment from Battalions in a calendar year shall be junior to the directly recruited Constables appointed before their redeployment. If there are more than one Constable appointed in a particular District in a particular calendar year, their *inter se*-seniority shall be as their names appear in the office order of redeployment;
- ii. The Constables appointed on Rehabilitation Assistance Scheme in a particular calendar year in a District shall be junior to the Constables appointed on Redeployment basis or directly recruited Constables appointed in that calendar year. If more than one Constable is appointed on Rehabilitation Assistance Scheme in a particular calendar year in the District, their *inter-se*-seniority shall be in accordance with their date of appointments. Even if their date of appointments is same, their *inter-se*-seniority shall be determined in accordance with their date of death of the deceased Government Employee;
- iii. The Constables appointed on the basis of appointment on meritorious sports person appointment Rules in a particular calendar year in a District shall enblock be senior to the Constables appointed on Rehabilitation Assistance Scheme but be junior to the Constables appointed on Redeployment basis in a particular calendar year in the District. If more than one Constable is appointed on meritorious sports person appointment Rules in a particular calendar year, their *inter-se*-seniority shall be in accordance of their names appear in the select list;
- iv. The Constables recruited in one District and absorbed in another District on change of cadre shall be eligible for promotion as per eligibility under clause (1) of these Appendix counted from the date of his absorption in the new District; and

- v. The above mentioned criteria for fixation of inter-se-seniority shall be applied only for consideration of original seniority for preparation of DDT passed list and promotion by the District Selection Board to the rank of Havildar.

**5. Test.-** The total marks for the DDT are 170 and for qualifying the candidates shall secure atleast 50% marks in each Outdoor and Indoor Subject and shall secure atleast 50% marks in aggregate ie., 85 Marks.

- a. The District Drill Test consist of following subjects, namely:-

i. OUTDOOR

Sl No	Subject	Full Mark	Pass Mark
(1)	Squard Drill	20	10
(2)	Arms Drill	20	10
(3)	Weapon Training & Firing	30	15
(4)	Field Craft	20	10
(5)	P.T.	10	5
(6)	Running 5 Kms Within 30 Minutes	Qualifying	
Total		100	50

ii. INDOOR

Sl No	Subject	Full Mark	Pass Mark
(1)	An essay or a report or a letter written in Odia	50	25

b. MISCELLANEOUS

i. Service Records - 7 Marks

Overall record should be examined and marks given on the basis of punishments as per the procedure given below:-

1. If Zero punishments in entire service career - 7 Marks
2. If Up to 2 Punishments in entire service career – 5 Mark
3. If More than 2 Punishments and up to 4 punishments - 3 Mark

ii. Sports and other extra curricular activities : - 7 marks

In case he has participated and won Medal in National Level/Sports Competition or State Level Sports Competitions/All India Police Games as per procedure given below:

1. For Medal in National Level Sports Competition – 7 Marks
2. For Medal in State Level Sports Competition -5 Marks
3. For Medal in All India Police Games/ Shooting Competition - 5 Marks

iii. Course passed (i.e. P.T. Course, W.T. Course, UAC Course) – 6 Marks

**Note:** (Per Course 3 Marks shall be awarded subject to a maximum of 6 marks only)

**6. Training.-**The DDT passed Constables shall be sent for undergoing Drill Instructors' Course of Training for a period of 60 (Sixty) working days at a designated Police Training Centre or Institute. The venue and syllabus will be as decided by the Director General and Inspector General of Police. After the Training is completed, an examination will be conducted at the Training Centre or Institute. The result of the Drill Instructors' Course of Training (DIC) shall be published by the Head of the Training Centre/ Institute. Those who pass the Drill Instructors' Course of Training will be eligible for promotion to the rank of Havildar in their respective category-wise vacancies of Districts. Those who fail in the examination shall be given one more

chance to appear in the Supplementary Examination in failed subjects without undergoing the Training again which will be conducted by the respective Training Centre. Those who pass in the Supplementary Examination shall be eligible for promotion to the rank of Havildar in their respective Districts. Those who fail in the Supplementary Examination will have no claim for promotion to the rank of Havildar in their respective Districts.

## **7. Promotion to the rank of Havildar.—**

After successful completion of the Drill Instructors Course of Training, the Constables will be selected for promotion to the rank of Havildar in the category wise vacancy as per time to rules, instructions issued by the Government on the issue and the rules made there under on the basis of their service records, which will be adjudged by the District Selection Board. The District Selection Board for promotion to the rank of Havildar shall comprise the following Officers, namely:-

(i.)	Supdt. of Police of the District or Deputy Commissioner of Police (Hdqrs.) or any Dy Commissioner of Police as nominated by the Commissioner of Police -	<ul style="list-style-type: none"> <li>Chairman</li> </ul>
(ii.)	One Addl. Supdt. of Police ( to be nominated by Supdt. of Police of the concerned District) or Addl. DCP as nominated by the Commissioner of Police	<ul style="list-style-type: none"> <li>Member I</li> </ul>
(iii.)	One Deputy Supdt. of Police ( to be nominated by Supdt. of Police of the concerned District Or One Assistant Commissioner of Police as nominated by the Commissioner of Police	<ul style="list-style-type: none"> <li>Member-II</li> </ul>

The selection Board shall verify the DIC pass list of the District, service records of each Constable, Category, etc for selecting the DIC passed Constables for promotion to the rank of Havildar against the category wise vacancies calculated for them. The Selection Board shall prepare the select list for promotion to the rank of Havildar as per their original seniority in the rank of Constable. The Supdt. of Police of the respective District or Deputy Commissioner of Police (Hdqrs.) shall publish the select list in the District Order book or Commissionerate Order book, as the case may be, allowing promotion to the selected candidates.

The vacancy against which any Constable has passed the District Drill Test, but has failed in the Drill Instructors' Course (DIC) of Training examination shall be kept vacant till he passes in the Supplementary examination. If he fails in the Supplementary examination, the vacancy will be filled up afresh by conducting DDT in subsequent year(s). If declared passed in the DIC Supplementary examination, the Constable shall be selected by the Selection Board as per his suitability for promotion to the rank of Havildar in the category wise vacancy meant for him.

**8. Probation.-** All persons appointed by way of Promotion to the rank of Havildar shall be on probation for a period of one year from the date of their joining in the rank of Havildar. During the period of probation, if any Havildar is found unfit for the post of Havildar, he shall be reverted to the rank of Constable by the Superintendent of Police or Deputy Commissioner of Police (Hdqrs.), as the case may be, for reasons to be recorded in writing.

**9. Inter Se-Seniority.-** (1) The *inter se*-Seniority of Havildars will be the same in the District Cadre as their names appear in the select list of promotion.

(2) The *Inter se*-Seniority of Havildars in the State Gradation list shall be determined in the following manner.

- i. the *Inter se*-Seniority of Havildars shall be determined according to the date of passing Drill Instructors' Course of Training (DIC Course of Training) conducted by the Training Centre or Institute;
- ii. among the Havildars who have passed the Drill Instructor's Course training on the same date, seniority will be based on the marks obtained by them in the



Drill Instructor's Course Training in descending orders of Marks secured by the Havildars;

- iii. if same number of marks are secured by more than one Havildar in the Drill Instructors' Course of Training examination, date of appointment as Constable will be the deciding criteria. The senior in service shall be placed higher in the gradation list; and
- iv. if the date of appointment is same in respect of two Havildars, the older in age will be senior to the younger Havildar on the basis of the date of birth.

## **B. Promotion of Havildars to the rank of Havildar Major of Districts.-**

1. **Eligibility.-** A Havildar to become eligible for promotion to the rank of Havildar Major must have.—

- i. Completed minimum 03 (Three) years of service as Havildar as on 1st day of January of the year in which the vacancies will be filled up; and
- ii. A good service record.

## **2. Constitution of Central Selection Board:**

The Central Selection Board shall be constituted for selection of eligible Havildars for promotion to the rank of Havildar- Major as follows, namely:—

(i.)	Deputy Inspector General of Police (Hdqrs.) or an Officer of an equivalent rank (to be nominated by D.G. & I.G. of Police)	• Chairman
(ii.)	One Officer in the rank of Supdt. of Police (to be nominated by D.G. & I.G. of Police)	• Member-I
(iii.)	A.I.G of Police (Hdqrs.) or an Officer of an equivalent rank (to be nominated by D.G. & I.G. of Police) -	• Member-II
(iv.)	One Representative of Vigilance organization in the rank of and above Supdt. of Police, Vigilance or an equivalent Officer (to be nominated by Director, Vigilance)	• Member-III

3. The State Police Headquarters in each year, preferably in the month of November, shall call for nomination of eligible Havildars from Districts and Establishments for their selection for promotion to the rank of Havildar-Major against the vacancies of different categories arising as on 1st Day of January and anticipated vacancies till 31st December of the year in which vacancies will be filled up.

4. **Select List.**— The central Selection Board shall select eligible and suitable Havildars as per criteria prescribed in General Administration Department letter No. 29904/Gen., dated the . 24th July, 1992 and any other conditions as prescribed or to be prescribed by Government from time to time in the matter of promotion. The CSB shall recommend the names of selected Havildars to the D.G. & I.G. of Police for publication of the result of the CSB. The list duly approved by the D.G. & I.G. of Police shall be the select list.

5. **Inter se-Seniority.**— Inter-se-seniority in the rank of Havildar Major shall be same as their names appear in the select list.

6. **Probation.**— All persons appointed by way of Promotion to the rank of Havildar Major shall be on probation for a period of one year from the date of their joining in the rank of Havildar Major. During the period of probation, if any Havildar Major is found unfit for the post of Havildar Major, he shall be reverted to the rank of Havildar for reasons to be recorded in writing.

By Order of the Governor

DEORANJAN KUMAR SINGH

Additional Chief Secretary to Government